

Contractor's Quality Control Plan

Review Checklist and Contractor Guidance

The Contractor's Quality Control (QC) Plan must include the components listed in the following table in order to meet contract requirements, which can be found in specification section 01 45 04.00 10 (MasterFormat 2004) or specification section 01451 (MasterFormat 1995), titled "Contractor Quality Control."

The following checklist is intended for two purposes:

- 1) for use by AEN personnel who review QC Plans that are submitted by Contractors and
- 2) for use by Contractors to ensure that they have included all necessary components for the QC Plan.

The order of components in the checklist provides an appropriate outline for the QC Plan. Contractors are encouraged to make use of appendices; the following appendices are recommended as a minimum.

- Appendix A. Resumes
- Appendix B. Construction Quality Management (CQM), Certificates of Completion
- Appendix C. Letter of authorization for the QC Manager
- Appendix D. Definable Features of Work
- Appendix E. Submittal Register Format
- Appendix F. Tracking Deficiencies Format
- Appendix G. Daily Report Format

No.	Component of the QC Plan	Check (√)
1.	Cover Sheet The cover sheet must list the following: <ul style="list-style-type: none">– Project title– Contract number– Location(s) of project(s)– Prime contractor name– Date QC Plan was completed	
2.	Signature Sheet The Quality Control (QC) Plan must start with a signature sheet that is signed by the QC Manager, the alternate QC Manager, and a company management official.	
3.	Table of Contents For easy reference to components listed below, the QC Plan must include a table of contents with page numbers.	

No.	Component of the QC Plan	Check (√)
4.	QC Organizational Structure and Chart A description of the Quality Control organization, including a chart showing lines of authority. The chart should include, as a minimum: <ul style="list-style-type: none"> – QC Manager – should report to Project Manager – Alternate QC Manager – QC staff members – Quality control software (QCS) clerk – Design Quality Manager (if the contract is design-build) 	
5.	Resumes and Responsibilities For each person listed in the QC organization, provide a resume and a list of responsibilities: <ul style="list-style-type: none"> – QC Manager – Alternate QC Manager – QC staff members – Quality control software (QCS) clerk – Design Quality Manager (if the contract is design-build) 	
6.	Construction Quality Management (CQM) Provide certificates of completion for CQM class <ul style="list-style-type: none"> – QC Manager – Alternate QC Manager 	
7.	Letter of Authorization A letter of authorization for the QC Manager to stop work if the product will not conform to plans and specifications. The letter must be written and signed by a company management official who has authority to grant this power to the QC Manager.	
8.	Definable Features of Work A preliminary list of Definable Features of Work (DFOW). Each specification section typically includes one or more DFOW.	
9.	Three Phases of Quality Control <ul style="list-style-type: none"> – Demonstrated knowledge and intent to use the three phases of QC for each DFOW. – Explanation of how the three phases of quality control will be implemented, including a list of topics to be discussed at the Preparatory Meeting and the Initial Inspection. 	
10.	Quality Control Testing and Verifications <ul style="list-style-type: none"> – The selected construction materials laboratory must be identified, with confirmation that the laboratory is certified by the AEN. – For each feature of work, list QC test procedures and testing frequencies. – Where applicable, explain verification tests for electrical and mechanical commissioning. 	

No.	Component of the QC Plan	Check (√)
11.	Submittal Process <ul style="list-style-type: none"> – Explain procedures for scheduling, reviewing, certifying, and managing submittals. – Specifically address the development and maintenance of a submittal register. – If the contract is design-build, explain the management of design submittals and Dr. Checks comments. 	
12.	Tracking Deficiencies Explain the procedure for tracking construction deficiencies (and design deficiencies if the contract is design-build). “Tracking” includes identification, correction, and verification by the Government.	
13.	Quality Control Daily Reports <ul style="list-style-type: none"> – Description of the contents of these daily reports (must match QCS). – Demonstrated knowledge of the USACE requirements. 	
14.	Quality Control System (QCS) Software Demonstrated knowledge of the QCS software and an acknowledgement that its use is required. QCS reports or screen-shots should be used in some of the explanations above.	

The QC Plan must be submitted for Government approval (GA), using QCS software and using the transmittal form ENG FORM 4025-R. The QC Plan must be accepted by AEN prior to starting construction or design; the QC Plan must be approved prior to the Mutual Understanding Conference. The following action codes apply to GA submittals.

X	Code	Action
	A	Approved as submitted
	B	Approved, except as noted
	C	Approved except as noted; Resubmission required
	E	Disapproved; Resubmission required

Contract Number	
Transmittal Number	
AEN Reviewer	
Date	